



# Newsbeat

Highlights and Headlines  
from in and around  
Campus Services

## A SUCCESSFUL SUMMER OF CONSTRUCTION

Planning, Design & Construction (PDC) department was quite busy this summer. The moment the crowds cleared from the Quad after Commencement in May, the contractors were mobilizing. Within hours, holes were being dug, pavement was being removed, demolition crews were hard at work and large swaths of campus looked like they had been hit by a band of wild rhinoceroses. The summer was filled with flagmen, concrete trucks and tradesman galore. But as July turned to August, everything began to make sense and it became evident that much progress had been made. Now that the dust has cleared (or mostly cleared), we are proud to report that over 30 projects were completed this summer!

We are most appreciative of all of our colleagues in Campus Services. We could not have done it without the tremendous support we received from every group within Campus Service. We would also like to thank everyone in the Emory community who was on campus this summer for your support and understanding. When we needed to temporarily close a road or turn off gas to buildings, customers and colleagues were all very understanding and helpful even though it was inconvenient. We appreciate it and we look forward to continued collaboration on additional projects in the coming year.



### INSIDE THIS ISSUE:

Leadership Spotlight  
Happy Retirement  
CS Highlights  
HR Headlines  
CS Open Positions  
Emory Recycles  
CS SELECT Awards  
Wellness Corner

*Clockwise, starting at the top left: Dobbs Hall, Emory Point, Oxford Library Addition, Cox Hall Kitchen Remodel, and Hamilton Holmes Hall*



## **LEADERSHIP TEAM SPOTLIGHT**

### **SPOTLIGHT ON: JEN FABRICK**

#### **UNIVERSITY ARCHITECT**

#### **Idiosyncrasy – An Individualizing Characteristic or Quality**

Recent walks around the Emory campus with the intention of rewriting our building Design Guidelines, camera in hand, and eyes focused on details, have revealed to me the minor idiosyncrasies of even our most beautiful historic buildings. What fun! Amazing how it takes the intentional effort to find and appreciate these individualizing pieces of architectural trim, colors and geometries. We all enjoy the visual stimulation of seeing something different, the “odd ball” color, and the “whacky” constructions. These things reveal something about the people who built them, took creative risk, and then suffered the consequences, whether criticism or appreciation.

It’s funny how thinking about such a word as “idiosyncrasy” would bring forward the deeper question of what kind of personality designs into a building, elements a bit off the beaten track. As I think about it further, the words “quirky” and “eccentric” come forward as more common expressions of such personalities in today’s world. And then, one step further, doesn’t the same fascination apply to our individual personalities and character traits? Craig talked about teamwork last month. Teams can have their individualizing traits, their members who each come with personality, and the resulting team functioning that never seems to be quite the same day to day.

Again, what fun! To be on a team with all these individuals, with all the quirks of how someone thinks, another writes, different ways of sorting tasks, wearing your cap, having cell phone ring tones, managing time, eccentric diets, dressing in violet or brown, crazy laugh or quiet smile, isn’t that what makes it all interesting and challenging? We all want to practice appreciation of diversity and respect for each other. Yet, when it gets right down to getting the job done, the oddities sure can add to the necessary effort. However, crazy ideas or different approaches can better the task at hand!

Like the different floor tile patterns or custom window trims in a building, a working team can have its own identity others see as “different” or “unusual”. And like a building, the team can still be quite functional and stimulating. And, if we can enjoy the found eccentricities of a building’s design, we can surely appreciate the individual spirit and character of a work group. The challenge and stimulation of finding differences, allowing them into our daily life, and acknowledging their potential for improvement sure does help to make this a fun place to work.

*Jen Fabrick*

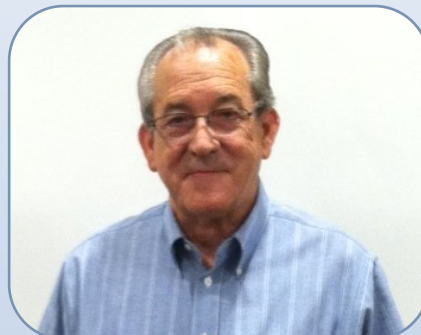
## HAPPY RETIREMENT & THANK YOU FOR YOUR YEARS OF SERVICE

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Ulicer Cortes began his career with Emory University in 1975 in the Steam Plant. He then became a building mechanic, and that led him to being Supervisor of Zone B for the remainder of his career.

Ulicer has always been a caring worker and loyal leader who would lead by example. There was never anything he would ask an employee to do that he wouldn't do himself. He didn't mind working long hours and helping anyone that needed it. Ulicer was always teaching his direct reports, because he wanted to know everything that he had learned over the years. His warm smile and friendliness will be missed by all who worked with him.

A retirement celebration was held for Ulicer on August 30. During his farewell speech, Ulicer said that he will "miss the good people at Emory". Yet, he is looking forward to spending time with his grandchildren. Ulicer enjoyed his retirement party so much that he stayed a very long time (like he didn't want to leave)! Congratulations on your retirement, and may you and your family have many wonderful years ahead.



*Clockwise, top left : David Danielson, Director of Operations & Maintenance and Ulicer: Ulicer; and Ulicer and well wishers.*

*~submitted by Sondia Barner, Operations & Maintenance*



# CS HIGHLIGHTS

## We Want To Hear From You!

Do you have an idea on how we can improve Campus Services for the benefit of employees, customers, or the University as a whole? We would love to hear your ideas!

Send your submissions to:

[CSsuggestionbox@emory.edu](mailto:CSsuggestionbox@emory.edu)

Submissions will be reviewed by the Senior Leadership Team, and those ideas enacted will have a nomination submitted to the CS Select Committee

\*This mailbox can only accept incoming mail from an emory.edu email address



*~submitted by Ashley Cobette , Office of the VP of Campus Services*

## CS SELECT Nomination Form Available Online



As of May 1, employees can go online and complete the **CS SELECT** nomination form. The [online nomination form](#) is located on the CS website under the Administration tab. Once you click on **CS SELECT**, you can log in & submit your nomination. All nominations will be submitted to CS HR and reviewed by the **CS SELECT** committee. Please take advantage this convenient service.

*~submitted by Jackie Owen, Human Resources*

# HR HEADLINES

Now that we are kicking off our Fiscal Year 2013, we will begin introducing the new Feedback and Development (Performance Management) Process to our front line staff. This fall Campus Services employees will be able to attend sessions that will inform them of the new process and their role within the new process. The presentation will discuss:

- Understanding the new Feedback and Development Process and your role
- Using the new forms (90 day review forms & 6 month review forms)
- The new Annual Review Process

We will also discuss employees using the new online Feedback & Development tool, CSB (formerly Sonar6), that will be replacing the paper annual review form. These sessions will begin in November and go through the beginning of December. A schedule of dates will be made available at a later date.

This year we will be focusing on ownership and accountability to help employees achieve the goals while being properly developed. Please take the time to become informed of the new procedure and how it can help improve feedback and development here in Campus Services.

## New Feedback & Development Model



*~submitted by CS HR*

# Campus Services Benefits Sessions

**Campus Services Information and Enrollment Assistance Sessions**  
**Please take advantage of these valuable sessions!**



## **Information Sessions\***

### **CS Training Room**

**Tues, September 25th -10:00 am**

**Tues, September 25th - 2:30 pm**

**Claudia Nance Rollins Auditorium**

**Thurs, September 27th**

**5:30 am (Night Shift)**

**Velma Browning, Sr. Benefits Specialist will be on-hand to explain the new changes and answer your benefits questions**

**\*Please note that these sessions are in addition to those being offered by Central HR.**

**For a list of Central HR sessions, contact (404) 727-7613**

## **Enrollment Help Sessions\***

**Do you need help navigating the benefits enrollment system? Then these sessions are for you...**

### **Woodruff Library, Room 312**

**Mon, October 22nd**

**10:00 am - 12:00 pm**

**Thurs, October 25th**

**3:00 pm - 5:00 pm**

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### **1599 Clifton Road, Room 1.380**

**Thurs, October 25th**

**5:00 am - 6:30 am (Night Shift)**



# CAMPUS SERVICES OPEN POSITIONS

~submitted by Kelli Howell-Robinson, Human Resources  
Posted as of 8/21/2012

Department	Job Title	Job Requisition ID	Positions open
Bldg & Res	Supervisor, Custodial Services	29815BR	1
Bldg & Res	Custodian, Senior	29031BR	2
Bldg & Res	Custodian (Housing)	27052BR	1
Bldg & Res	Custodian, Senior	27721BR	2
Bldg & Res	Custodian	24686BR	1
Bldg & Res	Custodian (Reg PT)	24687BR	3
Bldg & Res	Custodian, Sr	30542BR	2
Controls Shop	Controls System Oper/Tech I	29921BR	1
CS/IT CAD	CAD Tech	29699BR	1
EPD	Police Officer	28851BR	1
EPD	Police Officer	3060BR	1
Facilities Operation	Director, Operations & Maintenance	30992BR	1
Grounds	Landscaper	29670BR	1
HVAC	Sr. HVAC Mechanic	29335BR	2
Oxford	Groundskeeper, Lead	30148BR	1
Parking/ Transportation	Assistant Director, Parking	30776BR	1
Security Systems	Access Control Tech	29333BR	1
Zone B Maint	Supervisor, Facilities	29779BR	1
Zone E Maint	Maintenance Mechanic	25496BR	1
Zone H Maint	Maintenance Mechanic	28791BR	1

All applications need to be submitted electronically at <http://www.hr.emory.edu/careers/index.html>



# EMORY<sup>®</sup>

## RECYCLES

### July 2012 Waste Totals

**Total Diverted:** 142 tons  
**Total Landfilled:** 254.6 tons

### Another Chance to Win \$3000...

Emory Recycles is happy to announce it will host a second Building Recycling Competition during the month of November in celebration of America Recycles Day (November 15th). Buildings will have another opportunity to win \$3000 to use for recycling or composting equipment. The winner will be the building that has the biggest increases in its November recycling totals. The competition will compare recycling totals from last November to this November. We hope building occupants will use this competition as an opportunity to improve collections throughout their building. To gear up for the competition, call for an evaluation of current recycling collections and for updated recycling posters.



Emory Children's Center new recycling center purchased with April 2012 Building Recycling Competition prize money.

### In-Room Recycling Bin Program Reintroduced for Res Halls, Greek Houses and Clairmont Campus

Saturday is Freshman Orientation which officially puts an end to summer at Emory. We are sad to see the lazy days of summer go but excited for cooler days of fall and especially excited for the re-introduction of Emory Recycles In-room Recycling Bin Program. This year, every room in every Residence Hall, every Sorority Village Townhouse, every Fraternity House and every apartment at Clairmont Campus will be equipped with a recycling container for collecting recyclables. The basket will come with a detailed list of what is recycled at Emory. Students will take materials collected in these bins to larger containers located in recycling rooms on every floor in the Res Halls. For students living in Sorority Village, the Fraternity Houses and Clairmont Campus, 95-gallon carts are located outside in various locations for convenient disposal of collected material.

The recycling bins will not be listed as a room item for check-in and check-out but they will be inventoried at the end of the year and lost bins will be replaced. We hope this program will increase student participation and ultimately increase Emory's diversion rate.

Thank you for Reusing, Reducing and Recycling

Upcoming Events:

November 2012 — Personal E-waste Recycling, Personal Shredding days, Building Recycling Competition

For question or comments: [Deena.keeler@emory.edu](mailto:Deena.keeler@emory.edu) or [Claire.wall@emory.edu](mailto:Claire.wall@emory.edu)

*~submitted by Claire Wall, Auxiliary Services*



# CS SELECT AWARDS



CS SELECT Awards from April 1, 2012 - August 31, 2012  
Congratulations to all our recipients. Keep up the good work!

EMPLOYEE	SELECT LETTER AWARDED	RECOGNIZED FOR:
John Clayton	L (Leadership)	Calming an irate visitor to Emory and maintained a calm demeanor & aided in detaining the visitor until appropriate authorities from the EPD arrived on the scene
Adele Clements	S (Solutions based idea) & L (Leadership)	Working with the EUH project team to plan for the new hospital expansion project was outstanding. Dedicated in communicating ideas, and making sure the experience of all customers was first in this process has prompted approval and implementation of a staging and waiting area to be created for patients
Donald Harris	L (Leadership)	Calming an irate visitor to Emory and maintained a calm demeanor & aided in detaining the visitor until appropriate authorities from the EPD arrived on the scene
Mike Hutto	S (Solution based idea)	Building of a operable gauge in the steam plant that allows his team to see the water level in the dearator tank that saved thousands of dollars
James Johnson	L (Leadership)	Exhibiting compassion, the ability to take charge, bringing calm to an emotional situation, and create an environment when a co-worker had a medical emergency.
Shervon Lewis	E (Exceeds Expectations) & T (Teamwork)	Taking over the Campus Services monthly newsletter and learning the publishing system while her team was understaffed
Roger Luque	C (Customer Service)	Implementation of the building security system winter project 2010





**CS SELECT Awards from April 1, 2012 - August 31, 2012**  
Congratulations to all our recipients. Keep up the good work!

EMPLOYEE	SELECT LETTER AWARDED	RECOGNIZED FOR:
Venita Shanks	C (Customer Service)	Maintaining the KA fraternity house and an exceptional level and going the extra mile on top of her normal duties by giving extra care to the house
Heath Miller	S (Solutions based idea) E (Exceeds Expectations) & T (Teamwork)	Providing training and developing templates, share resources, & sample documents to help other learn Project Management
Tyrone Wilburn	E (Exceeds Expectations) C (Customer Service) & T (Teamwork)	Assisting an Emory Doctor with the removal of a metal washer from a student campers' hand
Kevin Parks	E (Exceeds Expectations) C (Customer Service) & T (Teamwork)	Assisting an Emory Doctor with the removal of a metal washer from a student campers' hand
Bob Simon	T (Team Player)	Going above and beyond in his services for his entire department and for always putting his team first
Mike Purdom	T (Team Player)	Going above and beyond in his services for his entire department and for always putting his team first
Mark Kimbrough	E (Exceeds Expectations) & S (Solutions based idea)	Utilizing expenses to cut cost and handling most of the logistics with the CS Picnic
Louis Brown	T (Team Player)	Assisting with the medical emergency on the 3 <sup>rd</sup> floor of the North Decatur Building when the person was experiencing difficulty breathing.





**CS SELECT Awards from April 1, 2012 - August 31, 2012**  
**Congratulations to all our recipients. Keep up the good work!**

EMPLOYEE	SELECT LETTER AWARDED	RECOGNIZED FOR:
<b>Kevin Xudong</b>	<b>E (Exceeds Expectations)</b>	Implementing the eDocument application that will replace Webster
<b>Jason Andrews</b>	<b>E (Exceeds Expectations) &amp; T (Teamwork)</b>	Responding to a medical emergency on the 3 <sup>rd</sup> floor of the North Decatur Building when the person was experiencing difficulty breathing. Using actions during this life threatening situation that greatly aided in the person recovery
<b>Jackie Owen</b>	<b>S (Solutions based idea) E (Exceeds Expectations) &amp; T (Teamwork)</b>	Designing and implementing the Sonar 6 new feedback & development tool. Rolling the program out & teaching it to pilot groups
<b>Avril Occilien-Similien</b>	<b>S (Solutions based idea) E (Exceeds Expectations) &amp; T (Teamwork)</b>	Designing and implementing the Sonar 6 new feedback & development tool. Rolling the program out & teaching it to pilot groups
<b>Henry Gao</b>	<b>E (Exceeds Expectations) &amp; T (Teamwork)</b>	Implementing the mobile applications tracking system design
<b>Eric Little</b>	<b>E (Exceeds Expectations) &amp; T (Teamwork)</b>	Going above and beyond the duties of a tradesworker
<b>Edgar Sinsuan</b>	<b>E (Exceeds Expectations) &amp; T (Teamwork)</b>	Implementing the mobile applications tracking system design







**CS SELECT Awards from April 1, 2012 - August 31, 2012**  
Congratulations to all our recipients. Keep up the good work!

EMPLOYEE	SELECT LETTER AWARDED	RECOGNIZED FOR:
Anita Cunningham	<b>E (Exceeds Expectations) &amp; T (Team Player)</b>	Assisting with the planning and logistics of the CS Picnic
Eleonore Andrianjafy	<b>C (Customer Service)</b>	Coordinating with her customers and going above and beyond their needs
Joe Williams	<b>E (Exceeds Expectations) &amp; T (Teamwork)</b>	Going above and beyond the duties of a tradesworker
Lisa Davis	<b>S (Solutions based idea)</b>	Promoting the utilization of daily emails to your colleagues and Assistant Directors within Building & Residential Services to communicate important information pertaining to your areas
Michael Foster	<b>C (Customer Service)</b>	Showing initiative to coordinate with our customers and assist with meeting their needs is greatly appreciated
Rick Belt	<b>C (Customer Service)</b>	Showing initiative to coordinate with the Manager of Facilities, and State Inspector at our Oxford Campus to install the Pool Heater Boiler
Ronald Campanelli	<b>C (Customer Service)</b>	Utilizing resources to assist with the Fire Safety equipment
Scott Bishop	<b>C (Customer Service)</b>	Showing initiative to coordinate with the Manager of Facilities, and State Inspector at our Oxford Campus to install the Pool Heater Boiler





CS SELECT Awards from April 1, 2012 - August 31, 2012  
Congratulations to all our recipients. Keep up the good work!

EMPLOYEE	SELECT LETTER AWARDED	RECOGNIZED FOR:
Steve Crumley	C (Customer Service)	Showing initiative to coordinate with the Manager of Facilities, and State Inspector at our Oxford Campus to install the Pool Heater Boiler
Traci May	E (Exceeds Expectations) & C (Customer Service)	Modifying the CS New Hire Orientation schedule making it more time efficient for AVP's & Directors to attend. In addition, building relationships with Central HR Representatives to extend an invitation for them to share important information with our new hires
Katrina Wright	C (Customer Service)	Dealing with an angry customer in such a pleasant and engaging way that the customer attitude changed and was pleased with her customer service skills

*Congratulations of all of the CS SELECT Recipients on a job well done. A special "Thank You" goes out to all the nominators for utilizing this program to help bring recognition to our Campus Services organization.*



# Wellness Corner

Stay Active.  
Eat Well.  
Relax.  
Live Long.



SPOTLIGHTING EMPLOYEES THAT PRACTICE & PROMOTE HEALTHY LIVING

## FEATURED RECIPE

### ORANGE CHIPOTLE SHRIMP



#### What You Need

**1/3 cup** KRAFT Zesty Italian Dressing

**1-1/2 lb.** uncooked deveined peeled large shrimp

**1/4 cup** orange marmalade

**2 Tbsp.** chopped canned chipotle peppers in adobo sauce

**1/4 cup** fresh cilantro

**3 cups** hot cooked long-grain white rice

#### Make It

**HEAT** dressing in large skillet on medium-high heat. Add shrimp; cook 4 min., stirring frequently.

**ADD** marmalade and peppers; cook and stir 3 min. or until shrimp are tender. Remove from heat.

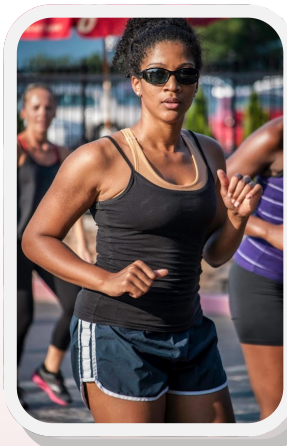
**STIR** in cilantro. Serve over rice.

#### Serving Suggestion

Serve with a tossed green salad and your favorite hot steamed vegetable.

## HEALTHY LIVING SPOTLIGHT

### SPOTLIGHT ON ASHLEY COBETTE



When Ashley's mother enrolled her in a softball league a age 12, it completely changed the way she viewed sports. She played softball until she was about 16 years old and had a new found love for sports. In high school, instead of going out for the softball team, she decided she wanted to play volleyball, and 14 years later, she's still playing!

While she has remained active since high school, maintaining a healthy diet had not been high priority until she gained weight after college. Over the last year, Ashley has had a concentrated

focus on fueling her body efficiently while not totally ignoring her inner foodie. She explains, "Generally, I will follow a disciplined diet during the week, and eat whatever I want on the weekend. With a few detox/cleansing weeks here and there, I have managed to lose 15 lbs. over the last year through healthy diet and an active lifestyle."

Ashley tries to rotate her workout routine weekly to help keep herself motivated. She works out five to six times a week doing a variety of activities such as volleyball, Zumba, weight training or just picking a group fitness class at the gym. She also mixes planks, stair climbing, dips, and crunches to keep her body toned.

Ashley is still an avid volleyball player, and she recently played in an 8 hour midnight madness tournament. A fun fact, she holds the record for most kills in a single match for her college volleyball team (32).

Way to go Ashley! Continue to motivate us all in Campus Services toward healthy living!

*If you would like share your healthy living story with us or would like to suggest someone to spotlight, please email [cscommunications@emory.edu](mailto:cscommunications@emory.edu)*



*"A healthy attitude is contagious but don't wait to catch it from others. Be a carrier."*  
~Tom Stoppard



# Campus Services Computer Classes

## CT 101: Introduction to Computers

### Computers for Beginners

To keep up with a rapidly changing world, it is important to develop and maintain good computer skills. This class is an overview of how the computer works, including terms used and different components of the computer.

CT 101 will cover:

- \*Identifying Parts of the Computer
- \*Basic Terminology
- \*Using the Keyboard & Mouse
- \*Using Internet Explorer
- \*Entering/Editing Data
- \*Opening, Closing, Saving, & Printing Documents

This class is for those who are new to the computer or employees who wish to improve their computer knowledge. Sign up now to enhance your computer skills.

### CLASS DATES

**Day Shift– September 26, 2012**  
**8:00am-10:00am**  
**Woodruff Library, Room 314**

**Evening Shift– September 26, 2012**  
**4:00pm-6:00pm**  
**Woodruff Library, Room 314**

**Night Shift– September 25, 2012**  
**5:00am-7:00am**  
**1599 Clifton Rd, Training Room 1**



*This session will teach you how to use and navigate the computer more effectively.*

Contact Traci May at 404-712-2465 or [traci.may@emory.edu](mailto:traci.may@emory.edu) to sign up for these classes.



# September

*"The future depends on what we do in the present."*

*~Mahatma Gandhi*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Labor Day 	4	5	6 CS Supervisors Meeting	7	8
9	10	11 CSAB Meeting	12	13	14	15
16	17 Rosh Hashanah 	18 Rosh Hashanah 	19	20 BRS Supervisors Monthly Meeting	21	22 Fall Begins 
23	24 Electrical Troubleshooting	25 Computer Training Class (1599 Clifton) Benefits Open Enrollment Mtg Electrical Troubleshooting	26 Yom Kippur Computer Training Class (Woodruff Library) Electrical Troubleshooting	27 Benefits Open Enrollment Mtg Electrical Troubleshooting	28 Electrical Troubleshooting	29
30						

## EMPLOYEE UPDATE - SEPTEMBER






### Welcome - New Hires

Lewis Davis, Sr., *Custodian*, Bldg & Residential Services  
Deborah Mazer, *Custodian*, Bldg & Residential Services

Feedback and story ideas are welcomed!

Please Contact  
Training & Communications  
[csccommunications@emory.edu](mailto:csccommunications@emory.edu)

CALENDAR KEY:

-  Training
-  Committee Meetings
-  Sessions for Supervisors
-  Holidays/Special Events
-  Other Meetings

